



## Helpful Hints for Preparing Your Brownfields Funding Application



- ★ ***These grants are extremely competitive.*** This is a national competition. Share drafts of your application with others, seek feedback. Don't be discouraged if your project is not funded this year; keep trying.
- ★ ***Be sure to answer all questions completely.*** Don't skip sections.
- ★ ***Focus on the environmental and health impacts*** of your project. If these are not known, tell us about the history of the brownfield site(s) in your community and why environmental or health impacts are suspected.
- ★ ***Tell us about your community*** – include appropriate demographic information/rates.
- ★ ***Community Involvement*** - demonstrate community involvement in your project. Community involvement is a crucial funding criteria. ***You must notify the community of your intention to submit a proposal to EPA prior to applying.*** Get community groups involved in planning your project from the start. Include names and phone numbers for references of named groups. EPA does conduct reference checks.
- ★ ***Talk to your State's environmental authority.*** You are required to submit a letter from the State authority acknowledging that you plan to conduct environmental assessment or cleanup activities. The letter of support could also be used to show State resources (financial or technical) that are being committed to the project.
- ★ ***Identify targeted sites or targeted areas*** for assessment and clean-up. Show how your project will fit into your community's master plan/development plan/growth plan. Coordinate your brownfields projects with special economic zones, Main Street programs, industrial area plans, etc.

- ★ ***Highlight regional approaches*** to brownfields revitalization or economic development. Show how your project complements the development goals of the surrounding area. Coalitions of cities may apply for funding.
- ★ ***Be very clear about ownership issues! Brownfields funding cannot be used at sites where the recipient of the grant may be liable for the contamination.*** If you identify specific sites in your application, tell us who owns the property, who is responsible for the contamination, when and how was (or will) property ownership (be) transferred. Is the property owner willing to participate in the brownfields project? Are they bringing financial or other resources to the project? Letters of support from property owners should be included in your proposal. If the site has petroleum contamination, you must provide evidence that there is no viable responsible party for the contamination.
- ★ ***Show of support*** -Tell us about leveraged resources for your project. They can be local, state, federal or private support. The more diversity among partners the better. We particularly look for local commitments.
- ★ ***Redevelopment Plan*** - describe the benefits of any anticipated redevelopment plan for the site(s). Will the redevelopment create jobs or preserve/create green space or both (even better!)
- ★ ***Budget*** - Make sure your budget is clear and includes specific tasks. Justify amounts being allocated to each task and budget category. Budgets that emphasize funds will be used for environmental work generally receive higher ratings.
- ★ ***If you are requesting a waiver*** (of funding limits or cost share) or a property specific determination, make sure your request is very clear and thorough in your application. Demonstrate why your project deserves special consideration.

**If at first you don't succeed, try, try again (next year)!**